

Girl Scouts Alumnae NorCal - San Francisco Bay Area Chapter Steering Committee Meeting Minutes Sunday, February 16th, 2020, 12:30pm Michelle Luster's Oakland home

Respectively submitted by Secretary, Barb Scheifler

Steering Committee Members:

Officers (Patti Fiske, Amy Bowers, Carol McMillan, Barbara Scheifler), The Last Retiring Chair (Vorisia Henderson) *absent*

Members-at-large: Marcia McGallian, Kindra Mendall, Michelle Luster & Teresa Klein
absent

Welcome

Operating Guidelines Update & New Volunteer Position Descriptions

- Feedback/Thoughts
 - Operating Guidelines last updated 10 years ago
 - A thorough and lengthy discussion followed for [Operating Guidelines Proposed Edits](#) and [Volunteer Position Descriptions](#)
 - s
 - GS Alumnae to be so titled throughout to avoid confusion with GSUSA
 - The Last Retiring Chair to be renamed Most Recent Retired Chair

- Considerations
 - GSUSA membership requirement for officer roles?
 - Recommended YES on this item
 - Historian role and advances in technology
 - *From Jeanette: My comment is that since I have been Historian we've gone through a change from a hard paper copy to an electronic version of the Silver & Gold (newsletter). At the beginning of this change I would ask for a color copy. I stopped asking when no hard copies were printed. Then, we stopped having a Scrapbooking activity at Women's Weekend so I no longer brought our Scrapbook for people to contribute. Our scrapbook was supported financially by that activity.*
 - Jeanette is ready to pass this role onto someone else.
 - *During my time as Historian I was also in charge of GSA Wear followed by being the Treasurer so my duties as historian have been neglected. Maybe it's time for someone else to do it differently. I'm happy to give the position to someone else.*
 - Michelle suggested that we ask the Heritage committee to take over our GS Alum scrapbooks and we can provide content and work together on keeping them up going forward
 - At present time, the Heritage committee does not have bandwidth or storage space to take over our books. We will solicit for a new Historian at the mid year meeting.

- Service Unit Liaison role - How does this fit in? Do we need it?
 - Recommended NO on this item

- Standard qualifications - do we need them all? The ones we are keeping will move to the bottom of the list for all positions
 - Current member of GSAlumnae in good standing - KEEP
 - Ability and desire to work and serve people from diverse backgrounds - KEEP
 - Demonstrates ability to communicate effectively and in a positive and welcoming manner - KEEP
 - Adheres to GSNorCal's policies and ways of work - REMOVE
 - Strong organizational skills and follow-through i.e. able to meet deadlines, returns calls and/or e-mails - KEEP

- Schedule for Membership Review prior to vote - will push back a week or so
 - Post revised guidelines & volunteer position descriptions on website by Monday, Feb 17th and send to membership via e-mail by Tuesday, Feb. 18th.
 - Snail mail copies by request (Elizabeth - do we have any members who do not have e-mail?)
 - Members will have about 2 weeks to provide comments, suggestions or questions to the Guideline Editing Committee. (by March 1st, 2020)
 - Any major changes will be distributed prior to the mid year meeting, if applicable. Minor changes/typographical errors can be discussed briefly during the Mid-Year meeting prior to voting on the revised guidelines.
 - Voting will commence during the mid year meeting on March 15th.

Preparing for the Mid-Year meeting

* Vote of the Operating Guidelines Update & New Volunteer Position Descriptions

- New forms
 - Reimbursement Form to accurately track reimbursement and spending. The form can also be used as a check request.
 - Event Budgeting Form
 - GSA Funding Proposal Form

- Announcement of who be will on the Nominating Committee
 - Karen Johnson
 - Phyllis Gray
 - We should ask them if they have any ideas for a third

- Committee & Event Reports
 - Upcoming Events that need volunteers

We will have printed copies of the following available at the meeting. Volunteers for printing? Michelle will help print

- Newsletters
- Revised Operating Guidelines

- Volunteer Position descriptions

Flyers

- Directory review & sign up sheet & Photographer
 - Photographer volunteer
- Event/volunteer info sheet
- Item to share flyer

Outstanding actions from past meetings - covered by new Funding Proposal Form

Service: no specific actions have been taken that we are aware of, outside of creating the Spending Committee & Form

- Donations to Hayward Cabin (Security & Lights) (from Barbara) (contact Rebuilding Together per Michelle)
- Hidden Falls \$1500 (from Teresa) (Teresa & Normandie going there and will check out their needs)
- Butano Creek for new bridge (Marcia)

WW 2020: (Teresa Klein): September 11-13, 2020 Roaring 20's theme to also celebrate 100 yr. anniversary of Women's Suffrage (19th amendment).

motion: \$25 non-refundable deposit for WW, deadline March meeting

moved: Carol McMillan

seconded: Judith Wilson

passed: by voice vote

Suggestion that a Saturday only option be made available next year.

(Did not have time to discuss, but can be brought up at Mid-Year meeting)

Any Other Business

- Future Steering Committee virtual meetings to be video conferencing.
- **Membership accuracy**
 - How to best handle any information that may have been lost.
 - Post to FB, Website and ask members to speak up to get the corrections made

Dates to Remember

- Mid-Year Meeting

Date: Saturday, March 15, 2020

Time: 12noon Potluck

Location: Hayward Cabin, Address: 24176 Mission Blvd, Hayward, CA

<https://haywardgscabin.weebly.com/contact.html>